

PROCUREMENT NOTICE

State of Connecticut – Department of Public Health
Public Health Initiatives Branch
Health Education, Management, and Surveillance Section

Tobacco Use Prevention and Control Program

REQUEST FOR PROPOSAL

2010-0914

For

Innovative Tobacco Use Prevention Programs for Youth in Connecticut

The State of Connecticut, Department of Public Health, is seeking proposals from applicants to develop and pilot novel, innovative tobacco use prevention programs, primarily focusing on youth ages 5 through 14 years old.

The Request for Proposal is available in electronic format on the State Contracting portal at http://www.das.state.ct.us/purchase/portal/portal_home.asp or on the DPH website at http://www.state.ct.us/dph/agency_news/agency_news_rfps.htm or by telephoning the office at 860-509-8251.

Name: Barbara Walsh
Address: 410 Capitol Avenue, PO Box 340308, MS # 11 HLS,
Hartford, CT 06134-0308
Phone: 860-509-8251
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A printed copy of the RFP can be obtained from the Official Contact upon request. Deadline for submission of proposals is October 8, 2010.

This document is configured for 2-sided printing.

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I. GENERAL INFORMATION

■ A. INTRODUCTION

1. **RFP Name or Number.** Innovative Tobacco Use Prevention Programs for Youth in Connecticut, RFP# 2010-0914.
2. **Summary.**
The Department is seeking proposals from applicants to prevent tobacco use among Connecticut youth through the development and provision of innovative anti-tobacco pilot programs. Programs should target youth 5 through 14 years of age.
3. **Synopsis (Optional).**
Innovative tobacco use prevention programs to be developed and piloted to Connecticut youth.
4. **Commodity Codes.** The services that the Department wishes to procure through this RFP are as follows:
 - 0600: Services (Professional, Support, Consulting and Misc. Services)
 - 1000: Healthcare Services
 - 2000: Community and Social Services
 - 3000: Education and Training

■ B. ABBREVIATIONS / ACRONYMS / DEFINITIONS

- | | |
|--------|--|
| BFO | Best and Final Offer |
| C.G.S. | Connecticut General Statutes |
| CDC | US Department of Health and Human Services, Centers for Disease Prevention and Control |
| CHRO | Commission on Human Rights and Opportunity (CT) |
| CT | Connecticut |
| DAS | Department of Administrative Services (CT) |
| DHHS | US Department of Health and Human Services |
| DPH | Department of Public Health (CT) |
| FOIA | Freedom of Information Act (CT) |
| IRS | Internal Revenue Service (US) |
| LOI | Letter of Intent |
| OAG | Office of the Attorney General (CT) |
| OPM | Office of Policy and Management (CT) |
| OSC | Office of the State Comptroller (CT) |
| POS | Purchase of Service |
| P.A. | Public Act (CT) |
| RFP | Request For Proposal |
| SEEC | State Elections Enforcement Commission (CT) |
| U.S. | United States |
-
- *Contractor:* a private provider organization, CT State agency, or municipality that enters into a POS contract with the Department as a result of this RFP
 - *Proposer:* a private provider organization, CT State agency, or municipality that has submitted a proposal to the Department in response to this RFP
 - *Prospective proposer:* a private provider organization, CT State agency, or municipality that may submit a proposal to the Department in response to this RFP, but has not yet done so

- *Subcontractor:* an individual (other than an employee of the contractor) or business entity hired by a contractor to provide a specific health or human service as part of a POS contract with the Department as a result of this RFP

■ C. INSTRUCTIONS

1. **Official Contact.** The Department has designated the individual below as the Official Contact for purposes of this RFP. The Official Contact is the **only authorized contact** for this procurement and, as such, handles all related communications on behalf of the Department. Proposers, prospective proposers, and other interested parties are advised that any communication with any other Department employee(s) (including appointed officials) or personnel under contract to the Department about this RFP is strictly prohibited. Proposers or prospective proposers who violate this instruction may risk disqualification from further consideration.

Name: Barbara Walsh
Address: 410 Capitol Avenue, MS# 11HLS, P O Box 340308, Hartford, CT 06134-0308
Phone: 860-509-8251
Fax: 860-509-7854
E-Mail: DPHTobacco@ct.gov

Please ensure that e-mail screening software (if used) recognizes and accepts e-mails from the Official Contact.

2. **RFP Information.** The RFP, amendments to the RFP, and other information associated with this procurement are available in electronic format from the Official Contact or from the Internet at the following locations:

- Department's RFP Web Page
http://www.ct.gov/dph/cwp/view.asp?a=3152&q=389676&dphNav_GID=1601
- State Contracting Portal
http://www.das.state.ct.us/Purchase/Portal/Portal_Home.asp

It is strongly recommended that any proposer or prospective proposer interested in this procurement subscribe to receive e-mail alerts from the State Contracting Portal. Subscribers will receive a daily e-mail announcing procurements and addendums that are posted on the portal. This service is provided as a courtesy to assist in monitoring activities associated with State procurements, including this RFP.

Printed copies of all documents are also available from the Official Contact upon request.

3. **Contract Awards.** The award of any contract pursuant to this RFP is dependent upon the availability of funding to the Department. The Department anticipates the following:
 - Total Funding Available: \$477,745
 - Number of Awards: To be Determined
 - Contract Cost: To be Determined: to be negotiated with successful proposers. Grant **award** amounts will depend on the number of participants to be served as well as the complexity of the proposed project.
 - Contract Term: Anticipated Contract term January 1, 2011 to December 31, 2012
4. **Eligibility.** Private provider organizations (defined as non-state entities that are either nonprofit or proprietary corporations or partnerships), CT State agencies, and municipalities are eligible to submit proposals in response to this RFP. Individuals who are not a duly formed business entity are ineligible to participate in this procurement.

- 5. Minimum Qualifications of Proposers.** To qualify for a contract award, a proposer must have the following minimum qualifications:

The Department of Public Health (DPH) is seeking an organization that can demonstrate the ability to provide cost-effective tobacco use prevention service delivery, including the following:

- Positive participant impact through the location and accessibility of program space and hours as well as culturally and linguistically appropriate services offered;
- Effective message delivery for the target population;
- Appropriate range and quality of related services;
- Cost of operations within the limit of available funds;
- Financial integrity/solvency;
- Efficient use of program staff and space for the provision of program services;
- History of compliance with DPH programs.

Applications will be accepted from city, district, and town health departments, community action agencies and other human services organizations, school districts, youth service bureaus, after school programs and other youth programs.

- 6. Procurement Schedule.** See below. Dates after the due date for proposals ("Proposals Due") are target dates only (*). The Department may amend the schedule, as needed. Any change will be made by means of an amendment to this RFP and will be posted on the State Contracting Portal and, if available, the Department's RFP Web Page.

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|---------------------------------------|--------------------|
| • RFP Planning Start Date: | January 4, 2010 |
| • RFP Released: | July 23, 2010 |
| • Letter of Intent Due: | September 30, 2010 |
| • Deadline for Questions: | September 16, 2010 |
| • Answers Released | September 23, 2010 |
| • Proposals Due: | October 8, 2010 |
| • (*) Proposer Selection: | November 1, 2010 |
| • (*) Start of Contract Negotiations: | November 1, 2010 |
| • (*) Start of Contract: | January 1, 2011 |

- 7. Letter of Intent.** A Letter of Intent (LOI) is required by this RFP. The LOI is non-binding and does not obligate the sender to submit a proposal. The LOI must be submitted to the Official Contact by US mail, fax, or e-mail by the deadline established in the Procurement Schedule. The LOI must clearly identify the sender, including name, postal address, telephone number, fax number, e-mail address and component being applied. It is the sender's responsibility to confirm the Department's receipt of the LOI. Failure to submit the required LOI in accordance with the requirements set forth herein shall result in disqualification from further consideration.

- 8. Inquiry Procedures.** All questions regarding this RFP or the Department's procurement process must be directed, in writing, to the Official Contact before the deadline specified in the Procurement Schedule. The early submission of questions is encouraged. Questions will not be accepted or answered verbally – neither in person nor over the telephone. All questions received before the deadline(s) will be answered. However, the Department will not answer questions when the source is unknown (i.e., nuisance or anonymous questions). Questions deemed unrelated to the RFP or the procurement process will not be answered. At its discretion, the Department may or may not respond to questions received after the deadline. If this RFP requires a Letter of Intent, the Department reserves the right to answer questions only from those who have submitted such a letter. The Department may combine similar questions and give only one answer. All questions and answers will be compiled into a written amendment to this RFP. If any answer to any question constitutes a material change to the RFP, the question and answer will be placed at the beginning of the amendment and duly noted as such. The agency will release the answers to questions on the date(s) established in the Procurement Schedule. The Department will publish any and all amendments to this RFP on the State Contracting Portal and, if available, on the Department's RFP

Web Page. At its discretion, the Department may distribute any amendments to this RFP to prospective proposers who submitted a Letter of Intent or attended the RFP Conference.

- 9. Questions.** The Department will accept questions in writing regarding the RFP. All questions submitted will be answered in a written amendment to this RFP, which will serve as the Department's official response to questions. If any answer to any question constitutes a material change to the RFP, the question and answer will be placed at the beginning of the amendment and duly noted as such. The agency will release the amendment on the date established in the Procurement Schedule. The Department will publish any and all amendments to this RFP on the State Contracting Portal and, if available, on the Department's RFP Web Page.

An RFP conference will not be held to answer questions from prospective proposers.

- 10. Proposal Due Date and Time.** The Official Contact is the **only authorized recipient** of proposals submitted in response to this RFP. Proposals must be received by the Official Contact on or before the due date and time:

- Due Date: October 8, 2010
- Time: 4:00 P.M. Eastern Daylight Standard Time

Faxed or e-mailed proposals will not be evaluated. When hand-delivering proposals by courier or in person, allow extra time due to building security procedures. The Department will not accept a postmark date as the basis for meeting the submission due date and time. Proposals received after the due date and time may be accepted by the Department as a clerical function, but late proposals will not be evaluated. At the discretion of the Department, late proposals may be destroyed or retained for pick up by the submitters.

An acceptable submission must include all of the following:

- One (1) original proposal;
- Eight (8) conforming copies of the original proposal; and
- One (1) conforming electronic copy of the original proposal sent to DPHTobacco@ct.gov

The original proposal must carry original signatures and be clearly marked on the cover as "Original." Unsigned proposals will not be evaluated. The original proposal and each conforming copy of the proposal must be complete, properly formatted and outlined, and ready for evaluation by the Screening Committee. The electronic copy of the proposal must be compatible with *Microsoft Office Word 2003*. For the electronic copy, required forms and appendices may be scanned and submitted in Portable Document Format (PDF) or similar file format.

- 11. Multiple Proposals.** The submission of multiple proposals is not an option with this procurement.

- 12. Declaration of Confidential Information.** Proposers are advised that all materials associated with this procurement are subject to the terms of the Freedom of Information Act (FOIA), the Privacy Act, and all rules, regulations and interpretations resulting from them. If a proposer deems that certain information required by this RFP is confidential, the proposer must label such information as CONFIDENTIAL. In Section C of the proposal submission, the proposer must reference where the information labeled CONFIDENTIAL is located in the proposal. *EXAMPLE: Section G.1.a.* For each subsection so referenced, the proposer must provide a convincing explanation and rationale sufficient to justify an exemption of the information from release under the FOIA. The explanation and rationale must be stated in terms of (a) the prospective harm to the competitive position of the proposer that would result if the identified information were to be released and (b) the reasons why the information is legally exempt from release pursuant to C.G.S. § 1-210(b).

13. Conflict of Interest - Disclosure Statement. Proposers must include a disclosure statement concerning any current business relationships (within the last three (3) years) that pose a conflict of interest, as defined by C.G.S. § 1-85. A conflict of interest exists when a relationship exists between the proposer and a public official (including an elected official) or State employee that may interfere with fair competition or may be adverse to the interests of the State. The existence of a conflict of interest is not, in and of itself, evidence of wrongdoing. A conflict of interest may, however, become a legal matter if a proposer tries to influence, or succeeds in influencing, the outcome of an official decision for their personal or corporate benefit. The Department will determine whether any disclosed conflict of interest poses a substantial advantage to the proposer over the competition, decreases the overall competitiveness of this procurement, or is not in the best interests of the State. In the absence of any conflict of interest, a proposer must affirm such in the disclosure statement. *Example: "[name of proposer] has no current business relationship (within the last three (3) years) that poses a conflict of interest, as defined by C.G.S. § 1-85."*

■ D. PROPOSAL FORMAT

1. **Required Outline.** All proposals must follow the required outline presented in Section IV – Proposal Outline. Proposals that fail to follow the required outline will be deemed non-responsive and not evaluated.
2. **Cover Sheet.** The Cover Sheet is Page 1 of the proposal. Proposers must complete and use the Cover Sheet form provided by the Department in Section IV.I – Forms.
3. **Table of Contents.** All proposals must include a Table of Contents that conforms with the required proposal outline. (See Section IV.)
4. **Executive Summary.** Proposals must include a high-level summary, not exceeding three pages, of the main proposal and cost proposal.
5. **Attachments.** Attachments other than the required Appendices or Forms identified in Section IV are not permitted and will not be evaluated. Further, the required Appendices or Forms must not be altered or used to extend, enhance, or replace any component required by this RFP. Failure to abide by these instructions will result in disqualification.
6. **Style Requirements.** Submitted proposals must conform to the following specifications:
 - Binding Type: No spiral binding
 - Dividers: None specified
 - Paper Size: 8.5 x 11
 - Page Limit: 15
 - Print Style: 2-sided
 - Font Size: 12
 - Font Type: Times New Roman
 - Margins: 1 inch
 - Line Spacing: single
7. **Pagination.** The proposer's name must be displayed in the header of each page. All pages, including the required Appendices and Forms, must be numbered in the footer.
8. **Packaging and Labeling Requirements.** All proposals must be submitted in sealed envelopes or packages and be addressed to the Official Contact. The Legal Name and Address of the proposer must appear in the upper left corner of the envelope or package. The RFP Name or Number must be clearly displayed on the envelope or package. Any received proposal that does not conform to these packaging

or labeling instructions will be opened as general mail. Such a proposal may be accepted by the Department as a clerical function, but it will not be evaluated. At the discretion of the Department, such a proposal may be destroyed or retained for pick up by the submitters.

■ E. EVALUATION OF PROPOSALS

1. **Evaluation Process.** It is the intent of the Department to conduct a comprehensive, fair, and impartial evaluation of proposals received in response to this RFP. When evaluating proposals, negotiating with successful proposers, and awarding contracts, the Department will conform with its written procedures for POS procurements (pursuant to C.G.S. § 4-217) and the State's Code of Ethics (pursuant to C.G.S. §§ 1-84 and 1-85).
2. **Screening Committee.** The Department will designate a Screening Committee to evaluate proposals submitted in response to this RFP. The contents of all submitted proposals, including any confidential information, will be shared with the Screening Committee. Only proposals found to be responsive (that is, complying with all instructions and requirements described herein) will be reviewed, rated, and scored. Proposals that fail to comply with all instructions will be rejected without further consideration. Attempts by any proposer (or representative of any proposer) to contact or influence any member of the Screening Committee may result in disqualification of the proposer.
3. **Minimum Submission Requirements.** All proposals must comply with the requirements specified in this RFP. To be eligible for evaluation, proposals must (1) be received on or before the due date and time; (2) meet the Proposal Format requirements; (3) follow the required Proposal Outline; and (4) be complete. Proposals that fail to follow instructions or satisfy these minimum submission requirements will not be reviewed further. The Department will reject any proposal that deviates significantly from the requirements of this RFP.
4. **Evaluation Criteria (and Weights).** Proposals meeting the Minimum Submission Requirements will be evaluated according to the established criteria. The criteria are the objective standards that the Screening Committee will use to evaluate the technical merits of the proposals. Only the criteria listed below will be used to evaluate proposals. The criteria are weighted according to their relative importance. The weights are disclosed below.
 - Organizational Profile (10%)
 - Scope of Services (30%)
 - Staffing Plan and Subcontractors (10%) see *note*
 - Data and Technology (5%)
 - Work Plan (15%)
 - Financial Profile (5%)
 - Budget and Budget Narrative (20%)
 - Appendices (5%)

Note:

As part of its evaluation of the Staffing Plan, the Screening Committee will consider the proposer's demonstrated commitment to affirmative action, as required by the Regulations of CT State Agencies § 46A-68j-30(10).

5. **Proposer Selection.** Upon completing its evaluation of proposals, the Screening Committee will submit the rankings of all proposals to the Department head. The final selection of a successful proposer is at the discretion of the Department head. Any proposer selected will be so notified and awarded an opportunity to negotiate a contract with the Department. Such negotiations may, but will not automatically, result in a contract. Pursuant to Governor M. Jodi Rell's Executive Order No. 3, any resulting contract will be posted on the State Contracting Portal. All unsuccessful proposers will be notified by e-mail or U.S. mail, at the Department's discretion, about the outcome of the evaluation and proposer selection process.

- 6. Debriefing.** Within ten (10) days of receiving notification from the Department, unsuccessful proposers may contact the Official Contact and request information about the evaluation and proposer selection process. The e-mail sent date or the postmark date on the notification envelope will be considered “day one” of the ten (10) days. If unsuccessful proposers still have questions after receiving this information, they may contact the Official Contact and request a meeting with the Department to discuss the evaluation process and their proposals. If held, the debriefing meeting will not include any comparisons of unsuccessful proposals with other proposals. The Department will schedule and hold the debriefing meeting within fifteen (15) days of the request. The Department will not change, alter, or modify the outcome of the evaluation or selection process as a result of any debriefing meeting.
- 7. Appeal Process.** Proposers may appeal any aspect the Department’s competitive procurement, including the evaluation and proposer selection process. Any such appeal must be submitted to the Department head. A proposer may file an appeal at any time after the proposal due date, but not later than thirty (30) days after an agency notifies unsuccessful proposers about the outcome of the evaluation and proposer selection process. The e-mail sent date or the postmark date on the notification envelope will be considered “day one” of the thirty (30) days. The filing of an appeal shall not be deemed sufficient reason for the Department to delay, suspend, cancel, or terminate the procurement process or execution of a contract. More detailed information about filing an appeal may be obtained from the Official Contact.
- 8. Contract Execution.** Any contract developed and executed as a result of this RFP is subject to the Department’s contracting procedures, which may include approval by the Office of the Attorney General.

II. MANDATORY PROVISIONS

■ A. POS STANDARD CONTRACT, PARTS I AND II

By submitting a proposal in response to this RFP, the proposer implicitly agrees to comply with the provisions of Parts I and II of the State's "standard contract" for POS:

Part I of the standard contract is maintained by the Department and will include the scope of services, contract performance, quality assurance, reports, terms of payment, budget, and other program-specific provisions of any resulting POS contract.

Part II of the standard contract is maintained by OPM and includes the mandatory terms and conditions of the POS contract. Part II is available on OPM's website at: http://www.ct.gov/opm/fin/standard_contract

Note:

Included in Part II of the standard contract is the State Elections Enforcement Commission's notice (pursuant to C.G.S. § 9-612(g)(2)) advising executive branch State contractors and prospective State contractors of the ban on campaign contributions and solicitations. If a proposer is awarded an opportunity to negotiate a contract with the Department and the resulting contract has an anticipated value in a calendar year of \$50,000 or more, or a combination or series of such agreements or contracts has an anticipated value of \$100,000 or more, the proposer must inform the proposer's principals of the contents of the SEEC notice.

Part I of the standard contract may be amended by means of a written instrument signed by the Department, the selected proposer (contractor), and, if required, the Attorney General's Office. Part II of the standard contract may be amended only in consultation with, and with the approval of, the Office of Policy and Management and the Attorney General's Office.

■ B. ASSURANCES

By submitting a proposal in response to this RFP, a proposer implicitly gives the following assurances:

1. **Collusion.** The proposer represents and warrants that the proposer did not participate in any part of the RFP development process and had no knowledge of the specific contents of the RFP prior to its issuance. The proposer further represents and warrants that no agent, representative, or employee of the State participated directly in the preparation of the proposer's proposal. The proposer also represents and warrants that the submitted proposal is in all respects fair and is made without collusion or fraud.
2. **State Officials and Employees.** The proposer certifies that no elected or appointed official or employee of the State has or will benefit financially or materially from any contract resulting from this RFP. The Department may terminate a resulting contract if it is determined that gratuities of any kind were either offered or received by any of the aforementioned officials or employees from the proposer, contractor, or its agents or employees.
3. **Competitors.** The proposer assures that the submitted proposal is not made in connection with any competing organization or competitor submitting a separate proposal in response to this RFP. No attempt has been made, or will be made, by the proposer to induce any other organization or competitor to submit, or not submit, a proposal for the purpose of restricting competition. The proposer further assures that the proposed costs have been arrived at independently, without consultation, communication, or agreement with any other organization or competitor for the purpose of restricting competition. Nor has the proposer knowingly disclosed the proposed costs on a prior basis, either directly or indirectly, to any other organization or competitor.
4. **Validity of Proposal.** The proposer certifies that the proposal represents a valid and binding offer to provide services in accordance with the terms and provisions described in this RFP and any amendments

or attachments hereto. The proposal shall remain valid for a period of 180 days after the submission due date and may be extended beyond that time by mutual agreement. At its sole discretion, the Department may include the proposal, by reference or otherwise, into any contract with the successful proposer.

5. **Press Releases.** The proposer agrees to obtain prior written consent and approval of the Department for press releases that relate in any manner to this RFP or any resultant contract.

■ C. TERMS AND CONDITIONS

By submitting a proposal in response to this RFP, a proposer implicitly agrees to comply with the following terms and conditions:

1. **Equal Opportunity and Affirmative Action.** The State is an Equal Opportunity and Affirmative Action employer and does not discriminate in its hiring, employment, or business practices. The State is committed to complying with the Americans with Disabilities Act of 1990 (ADA) and does not discriminate on the basis of disability in admission to, access to, or operation of its programs, services, or activities.
2. **Preparation Expenses.** Neither the State nor the Department shall assume any liability for expenses incurred by a proposer in preparing, submitting, or clarifying any proposal submitted in response to this RFP.
3. **Exclusion of Taxes.** The Department is exempt from the payment of excise and sales taxes imposed by the federal government and the State. Proposers are liable for any other applicable taxes.
4. **Proposed Costs.** No cost submissions that are contingent upon a State action will be accepted. All proposed costs must be fixed through the entire term of the contract.
5. **Changes to Proposal.** No additions or changes to the original proposal will be allowed after submission. While changes are not permitted, the Department may request and authorize proposers to submit written clarification of their proposals, in a manner or format prescribed by the Department, and at the proposer's expense.
6. **Supplemental Information.** Supplemental information will not be considered after the deadline submission of proposals, unless specifically requested by the Department. The Department may ask a proposer to give demonstrations, interviews, oral presentations or further explanations to clarify information contained in a proposal. Any such demonstration, interview, or oral presentation will be at a time selected and in a place provided by the Department. At its sole discretion, the Department may limit the number of proposers invited to make such a demonstration, interview, or oral presentation and may limit the number of attendees per proposer.
7. **Presentation of Supporting Evidence.** If requested by the Department, a proposer must be prepared to present evidence of experience, ability, data reporting capabilities, financial standing, or other information necessary to satisfactorily meet the requirements set forth or implied in this RFP. The Department may make onsite visits to an operational facility or facilities of a proposer to evaluate further the proposer's capability to perform the duties required by this RFP. At its discretion, the Department may also check or contact any reference provided by the proposer.
8. **RFP Is Not An Offer.** Neither this RFP nor any subsequent discussions shall give rise to any commitment on the part of the State or the Department or confer any rights on any proposer unless and until a contract is fully executed by the necessary parties. The contract document will represent the entire agreement between the proposer and the Department and will supersede all prior negotiations, representations or agreements, alleged or made, between the parties. The State shall assume no liability for costs incurred by the proposer or for payment of services under the terms of the contract until the successful proposer is notified that the contract has been accepted and approved by the Department and, if required, by the Attorney General's Office.

■ D. RIGHTS RESERVED TO THE STATE

By submitting a proposal in response to this RFP, a proposer implicitly accepts that the following rights are reserved to the State:

1. **Timing Sequence.** The timing and sequence of events associated with this RFP shall ultimately be determined by the Department.
2. **Amending or Canceling RFP.** The Department reserves the right to amend or cancel this RFP on any date and at any time, if the Department deems it to be necessary, appropriate, or otherwise in the best interests of the State.
3. **No Acceptable Proposals.** In the event that no acceptable proposals are submitted in response to this RFP, the Department may reopen the procurement process, if it is determined to be in the best interests of the State.
4. **Award and Rejection of Proposals.** The Department reserves the right to award in part, to reject any and all proposals in whole or in part, for misrepresentation or if the proposal limits or modifies any of the terms, conditions, or specifications of this RFP. The Department may waive minor technical defects, irregularities, or omissions, if in its judgment the best interests of the State will be served. The Department reserves the right to reject the proposal of any proposer who submits a proposal after the submission date and time.
5. **Sole Property of the State.** All proposals submitted in response to this RFP are to be the sole property of the State. Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFP shall be the sole property of the State, unless stated otherwise in this RFP or subsequent contract. The right to publish, distribute, or disseminate any and all information or reports, or part thereof, shall accrue to the State without recourse.
6. **Contract Negotiation.** The Department reserves the right to negotiate or contract for all or any portion of the services contained in this RFP. The Department further reserves the right to contract with one or more proposer for such services. After reviewing the scored criteria, the Department may seek Best and Final Offers (BFO) on cost from proposers. The Department may set parameters on any BFOs received.
7. **Clerical Errors in Award.** The Department reserves the right to correct inaccurate awards resulting from its clerical errors. This may include, in extreme circumstances, revoking the awarding of a contract already made to a proposer and subsequently awarding the contract to another proposer. Such action on the part of the State shall not constitute a breach of contract on the part of the State since the contract with the initial proposer is deemed to be void *ab initio* and of no effect as if no contract ever existed between the State and the proposer.
8. **Key Personnel.** When the Department is the sole funder of a purchased service, the Department reserves the right to approve any additions, deletions, or changes in key personnel, with the exception of key personnel who have terminated employment. The Department also reserves the right to approve replacements for key personnel who have terminated employment. The Department further reserves the right to require the removal and replacement of any of the proposer's key personnel who do not perform adequately, regardless of whether they were previously approved by the Department.

■ E. STATUTORY AND REGULATORY COMPLIANCE

By submitting a proposal in response to this RFP, the proposer implicitly agrees to comply with all applicable State and federal laws and regulations, including, but not limited to, the following:

1. **Freedom of Information, C.G.S. § 1-210(b).** The Freedom of Information Act (FOIA) generally requires the disclosure of documents in the possession of the State upon request of any citizen, unless the

content of the document falls within certain categories of exemption, as defined by C.G.S. § 1-210(b). Proposers are generally advised not to include in their proposals any confidential information. If the proposer indicates that certain documentation, as required by this RFP, is submitted in confidence, the State will endeavor to keep said information confidential to the extent permitted by law. The State has no obligation to initiate, prosecute, or defend any legal proceeding or to seek a protective order or other similar relief to prevent disclosure of any information pursuant to a FOIA request. The proposer has the burden of establishing the availability of any FOIA exemption in any proceeding where it is an issue. While a proposer may claim an exemption to the State's FOIA, the final administrative authority to release or exempt any or all material so identified rests with the State. In no event shall the State or any of its employees have any liability for disclosure of documents or information in the possession of the State and which the State or its employees believe(s) to be required pursuant to the FOIA or other requirements of law.

2. **Contract Compliance, C.G.S. § 4a-60 and Regulations of CT State Agencies § 46a-68j-21 thru 43, inclusive.** CT statute and regulations impose certain obligations on State agencies (as well as contractors and subcontractors doing business with the State) to insure that State agencies do not enter into contracts with organizations or businesses that discriminate against protected class persons.
3. **Consulting Agreements, C.G.S. § 4a-81.** Proposals for State contracts with a value of \$50,000 or more in a calendar or fiscal year, excluding leases and licensing agreements of any value, shall include a consulting agreement affidavit attesting to whether any consulting agreement has been entered into in connection with the proposal. As used herein "consulting agreement" means any written or oral agreement to retain the services, for a fee, of a consultant for the purposes of (A) providing counsel to a contractor, vendor, consultant or other entity seeking to conduct, or conducting, business with the State, (B) contacting, whether in writing or orally, any executive, judicial, or administrative office of the State, including any department, institution, bureau, board, commission, authority, official or employee for the purpose of solicitation, dispute resolution, introduction, requests for information or (C) any other similar activity related to such contract. Consulting agreement does not include any agreements entered into with a consultant who is registered under the provisions of C.G.S. Chapter 10 as of the date such affidavit is submitted in accordance with the provisions of C.G.S. § 4a-81. The Consulting Agreement Affidavit (OPM Ethics Form 5) is available on OPM's website at http://www.ct.gov/opm/fin/ethics_forms
IMPORTANT NOTE: A proposer must complete and submit OPM Ethics Form 5 to the Department with the proposal.
4. **Gift and Campaign Contributions, C.G.S. §§ 4-250 and 4-252(c); Governor M. Jodi Rell's Executive Orders No. 1, Para. 8 and No. 7C, Para. 10; C.G.S. § 9-612(g)(2).** If a proposer is awarded an opportunity to negotiate a contract with an anticipated value of \$50,000 or more in a calendar or fiscal year, the proposer must fully disclose any gifts or lawful contributions made to campaigns of candidates for statewide public office or the General Assembly. Municipalities and CT State agencies are exempt from this requirement. The gift and campaign contributions certification (OPM Ethics Form 1) is available on OPM's website at http://www.ct.gov/opm/fin/ethics_forms
IMPORTANT NOTE: The successful proposer must complete and submit OPM Ethics Form 1 to the Department prior to contract execution.
5. **Nondiscrimination Certification , C.G.S. §§ 4a-60(a)(1) and 4a-60a(a)(1).** If a proposer is awarded an opportunity to negotiate a contract, the proposer must provide the Department with *written representation* or *documentation* that certifies the proposer complies with the State's nondiscrimination agreements and warranties. A nondiscrimination certification is required for all State contracts – regardless of type, term, cost, or value. Municipalities and CT State agencies are exempt from this requirement. The nondiscrimination certification forms are available on OPM's website at http://www.ct.gov/opm/fin/nondiscrim_forms
IMPORTANT NOTE: The successful proposer must complete and submit the appropriate nondiscrimination certification form to the awarding Department prior to contract execution.

III. PROGRAM INFORMATION

■ A. DEPARTMENT OVERVIEW:

The Connecticut Department of Public Health (DPH) is the state's leader in public health policy and advocacy. The agency is the center of a comprehensive network of public health services, and is a partner to local health departments for which it provides advocacy, training and certification, technical assistance and consultation, and specialty services such as risk assessment that are not available at the local level. The department uses current information to monitor the health status of Connecticut's residents, set health priorities and evaluate the effectiveness of health initiatives. The agency is a regulator focused on health outcomes, maintaining a balance between assuring quality and administrative burden on the personnel, facilities and programs regulated.

This RFP is issued by the Public Health Initiatives Branch, Health Education, Management, and Surveillance Section by the Tobacco Use Prevention and Control Program. The Tobacco Use Prevention and Control Program has the following goals:

- To prevent the initiation of tobacco use;
- To promote quitting among young people and adults;
- To eliminate nonsmokers' exposure to second- and third-hand smoke;
- To identify and eliminate the disparities related to tobacco use and its effects on diverse population groups.

■ B. PROGRAM OVERVIEW:

The Tobacco Use Prevention and Control Program is working to enhance the well being of Connecticut's residents by promoting tobacco-free lifestyles and by educating communities about the economic and health costs and consequences of tobacco use.

This funding is made available to the Department of Public Health for use from the Tobacco and Health Trust Fund as approved by the State Legislature on January 4, 2010.

Tobacco use is the single most avoidable cause of death in our society and one of the most important public health issues of our time. Nearly 5,000 tobacco-related deaths occur in Connecticut annually, more than alcohol, AIDS, car crashes, illegal drugs, murders, and suicides *combined*. In addition to premature deaths, tobacco use causes illness, disability and productivity loss, and is also responsible for high economic costs. The most recent estimate of annual medical expenditures in Connecticut that are attributable to the consequences of tobacco use is \$1.63 billion. State Medicaid payments directly related to tobacco use are \$430 million each year. (Campaign for Tobacco-Free Kids, 2007.)

In Connecticut, approximately 429,500 adults, or 15.9% smoke cigarettes. (2008 BRFSS Data) In CT high schools, 15.3% of students smoke cigarettes, 16% of boys and 14.4% of girls. (2009 CT SHS data)

According to the Centers for Disease Control and Prevention, the majority of daily smokers began smoking before 18 years of age and more than 3,000 young persons begin smoking each day. Connecticut students who say they are current cigarette smokers are more likely to be involved in other high-risk behaviors, including sexual activity, dating violence, drinking alcohol and smoking marijuana. They are also more likely to consider themselves depressed. (Connecticut School Health Survey, 2007)

The Tobacco Industry spends \$123.0 million on advertising their products in Connecticut each year. Researchers state youth are twice as sensitive to tobacco advertising than adults and are more likely to be influenced to smoke by cigarette marketing than by peer pressure. One-third of underage experimentation with smoking is attributable to tobacco company advertising.

Comprehensive tobacco prevention programs have been effective in reducing both death and disease associated with tobacco use. Such programs are comprehensive in addressing not only individual, but also societal attitudes and behaviors using strategies that focus on policy, counter-marketing, use of media, and the measurement of program and policy impact.

Under the direction of the Tobacco Use Prevention and Control Program, this request for proposals seeks to identify organizations possessing the capacity to develop and pilot innovative programs, strategies and undiscovered promising practices through a variety of avenues in order to reduce, eliminate, and/or prevent tobacco use by Connecticut youth.

■ C. MAIN PROPOSAL COMPONENTS

1. Organizational Requirements

Applications will be accepted from public and private organizations and community-based agencies.

Agencies that are currently under contract with the Department of Public Health to provide cessation services MAY apply for funding under this announcement to expand their current services.

2. Service Requirements

The contractor shall develop and pilot innovative programs with strategies and undiscovered promising practices through a variety of avenues that are novel and outside the traditional options for funding in order to reduce, eliminate, and/or prevent tobacco use by Connecticut youth.

These programs shall target youth ages 5-14 years old and promote tobacco free life styles that focus on at least one of the following:

- Reducing initiation
- Promoting cessation
- Promoting the elimination of exposure to second hand smoke

The contractor must provide but not be limited to the following services and the contractor's approach must be addressed in the proposal:

1. Provide tobacco use prevention programming that is culturally and linguistically appropriate, including all education materials.
2. Develop and implement an innovative tobacco use prevention program/curriculum that is novel and outside the traditional options for funding using promising solutions based on sound principles of tobacco use control.
3. Train all staff within the agency that will be involved in the tobacco use prevention program in the policies and procedures of the program/curriculum.
4. Advertise and market the tobacco use prevention program to agencies and organizations that serve youth in the contractor's area, utilizing earned media and educating legislators on available services to increase referrals. Marketing and outreach activities should focus on reaching the target population.
5. Collaborate with other entities to minimize expense and maximize services by obtaining community involvement such as through donation of refreshments, incentives, materials, or space; assistance in marketing or improving cultural relevance of the curriculum and materials and transportation assistance.
6. Refer tobacco users to the Connecticut Quitline as a support system for quitting. A fax referral system is in place for to easily refer clients who have given their consent to the Quitline provider.
7. Conduct a participant pre/post test regarding tobacco use prevention and a program satisfaction survey using an evaluation tool approved by DPH, analyze and submit the results to DPH.
8. Develop and conduct a program self-evaluation to include marketing of program and all additional outreach activities. Analyze and submit the results to DPH.
9. Conduct a program evaluation through an evaluation subcontractor to include effectiveness of services, cost per person served, and viability of project as a permanent program.
10. Submit written narrative reports on a quarterly basis that demonstrate program progress, including, but not limited to, number of clients involved in program, number and date of sessions held, and number of clients attending sessions.
11. Submit a final report that includes a program summary, strengths and challenges of the program and cost per client for the prevention program.
12. Cooperate with the DPH vendor hired under a separate DPH contract for the third-party review of the independent evaluation of the tobacco use prevention program.

Applications for programs with approaches that have been proved ineffective or do not have a reasonable foundation of a hypothesis of change shall not be funded.

3. Staffing Requirements:

The contractor will hire or assign an employee as the Program Coordinator with appropriate experience and sufficient time allocated to provide oversight and management of the program and dedicate staffing levels to appropriately undertake this project.

4. Data and Technology Requirements:

The contractor will need to have E-Mail and Internet Capability. Progress reports shall be submitted by e-mail quarterly using an Adobe PDF Form.

The applicant needs to include a budget line item within their overall budget for an estimated 10% of the program budget to include an independent evaluation of the project to report on program success.

Data collection will be required of Pre-post and satisfaction surveys as well as aggregate data regarding the number and demographics of the program participants.

5. Reporting Requirements:

Submission of quarterly progress and expenditure reports will be a requirement of this contract, and will include invoices and receipts for any purchases or services made against the grant.

Monthly reporting of aggregate data collected on program participants will be required.

■ D. COST PROPOSAL COMPONENT

1. Financial Requirements

Line item expenditure reports and receipts must be completed and submitted to the Department on a quarterly basis.

2. Budget Requirements:

Competitiveness of the budget will be considered as part of the proposal review process. The Program has developed a sample budget to be used to guide the applicant in preparing an appropriate estimated budget amount for the project.

Funding cannot be used for capital purchases including computer equipment, or indirect costs.

If funding is awarded and the number of clients contracted for are not met, funding for clients not served will be return to the Department by the contractor, the amount to be determined by cost per client estimated indicated by contractor.

The line item categories that can be used as budget categories are as follows:

Expense Category	Description, if needed
Salaries	Include costs of gross salaries and wages, including the number of hours to be dedicated to the program.
Fringe Benefits	Include employer's contributions or expenses for social security, life and health insurance plans, unemployment compensation insurance coverage, worker's compensation insurance, and retirement plans.
Contracted Services	In cases where services are not provided by the parent agency or by program staff. Independent Program Evaluation services
Educational Program Supplies	Includes materials for activities
Supplies and Printing	Includes office supplies, copying, and publications.
Postage	Postage cost specific to prevention program operations only.
Telephone	Telephone costs specific to prevention program operations Only
Travel - In-State	Include anticipated mileage and cost per mile for in-state travel to program sites and training. Standard reimbursement rate for use of personal vehicles.

IV. PROPOSAL OUTLINE

Proposals submitted in response to the RFP must contain the following components, including a table of contents. Proposals must include all the components listed below, in the order specified, using the prescribed lettering and numbering scheme. Incomplete proposals will not be evaluated.

	Page
A. Cover Sheet	1
B. Table of Contents	2
C. Declaration of Confidential Information	Etc.
D. Conflict of Interest - Disclosure Statement	
E. Executive Summary.	
F. Main Proposal	
1. Contractor Information -- Organizational Profile	
a. Purpose, Mission, Vision, Values	
b. Entity Type / Parent Organization / Years of Operation	
c. Location of Offices / Facilities	
d. Organizational structure. Including location of proposed program.	
e. Current Range of Services / Clients	
f. Qualifications	
g. Relevant Experience	
h. Two (2) Letters of Support and/or Collaboration from Community Partners.	
i. References	
2. Scope of Services	
a. Catchment Area	
b. Community Needs / Resources	
c. Community Collaboration	
d. Service Capacity / Delivery Plan / Systems / Processes / Protocols	
e. Client Consultation / Evaluation / Treatment Plan	
f. Quality Assurance Protocols	
g. Administrative Support	
h. Contractors approach to providing the services listed in Section C2, 1-15	
i. Any additional tobacco cessation and /or prevention services to be provided to the targeted population	
3. Staffing Plan	
a. Key Personnel / Managers	
b. Staffing Levels & Qualifications.	
c. Job Descriptions	
d. Recruitment, Hiring & Retention Plan	
e. Staff Training / Education / Development	
4. Data and Technology	
a. E-Mail / Internet Capabilities	
b. IT Infrastructure / Hardware & Software Quality	
c. Data Collection / Storage / Reporting	
d. Assessment of Client Satisfaction and Pre/Post Test	
e. Evaluation / Outcome Measures	

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V. ATTACHMENTS

The following attachment is provided for your information only:

- State of Connecticut, CHRO Contract Compliance Certification 21

The following attachments are provided for use with your proposal:

- Proposal Cover Page 22
- Department Budget Forms 24
 - Budget Justification and Schedule, Including budget summary and subcontractor detail.
- Work Plan Template 29
- Tobacco Industry Funding and Partnership Certification 30
- Notification to Bidders Form 31
- Workforce Analysis Form 32

STATE OF CONNECTICUT

DEPARTMENT OF PUBLIC HEALTH

J. Robert Galvin, M.D., M.P.H.
Commissioner



M. Jodi Rell
Governor

AFFIRMATIVE ACTION CONTRACT COMPLIANCE POLICY STATEMENT

The Department of Public Health is an affirmative action employer, in compliance with all state and federal laws which prohibit discrimination and mandate affirmative action to overcome the present effects of past discrimination. Accordingly, we require that the individuals and organizations with which we do business do not engage in discriminatory practices.

This Department and our contractors shall fully comply with the CONTRACT COMPLIANCE REGULATIONS OF CONNECTICUT STATE AGENCIES, Sections 46a-68j-21 through 46a-68j-43, which establish procedures for evaluating compliance with Connecticut General Statutes, Section 4a-60, the state's nondiscrimination contract provisions. We require our contractors to cooperate with the Connecticut Commission on Human Rights and Opportunities in all activities pertinent to these regulations.

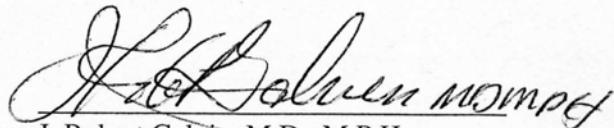
This Department will not knowingly do business with any contractor, subcontractor or supplier of materials who unlawfully discriminates against members of any class protected under state or federal law. Contractors whose overall employment statistics are not reflective of the general employment area may be required to submit evidence of good faith efforts to ensure that their personnel policies and practices do not have a discriminatory impact.

As part of our contract compliance program, bidders, contractors, subcontractors, and suppliers are encouraged to develop and follow a plan of affirmative action to achieve or exceed parity of employment with the applicable labor market. The existence and active administration of voluntary plans will be a factor in deciding contract approvals and the continuation of existing contracts, in accordance with Section 46a-68j-30.

This Department also solicits and encourages the participation of minority business enterprises as bidders, awardees, contractors, suppliers, and subcontractors.

All bidders and contractors shall be notified of this policy, must sign a Notification to Bidders Form, and complete a workforce analysis questionnaire necessary for the contract award process.

17 Sep 04
Date


J. Robert Galvin, M.D., M.P.H.
Commissioner of Public Health



PHONE: (860) 509-7101 FAX: (860) 509-7111
410 CAPITOL AVENUE - MS#13COM, P.O. BOX 340308, HARTFORD, CONNECTICUT 06134-0308
Affirmative Action/Equal Employment Opportunity Employer

**REQUEST FOR PROPOSAL COVER SHEET
TOBACCO USE PREVENTION AND CONTROL PROGRAM
RFP # 2010-0914**

Innovative Tobacco Use Prevention Programs

A. Applicant Information

Applicant Agency:

Legal Name

Address

City/Town

State

Zip Code

Telephone No.

FAX No.

E-Mail Address

Contact Person: _____ Title: _____

Telephone No: _____

TOTAL PROGRAM COST: \$ _____

Number of Clients Served _____ Cost per Client _____

I certify that to the best of my knowledge and belief, the information contained in this application is true and correct. The application has been duly authorized by the governing body of the applicant, the applicant has the legal authority to apply for this funding, the applicant will comply with applicable state and federal laws and regulations, and that I am a duly authorized signatory for the applicant.

Signature of Authorizing Official:

Date

Typed Name and Title

The applicant agency is the agency or organization, which is legally and financially responsible and accountable for the use and disposition of any awarded funds. Please provide the following information:

- Full legal name of the organization or corporation as it appears on the corporate seal and as registered with the Secretary of State
- Mailing address
- Main telephone number
- Fax number, if any
- Principal contact person for the application (person responsible for developing application)
- Total program cost

The funding application and all required submittals must include the signature of an officer of the applicant agency who has the legal authority to bind the organization. The signature, typed name and position of the authorized official of the applicant agency must be included as well as the date on which the application is signed.

B. CONTRACTOR INFORMATION**PLEASE LIST THE AGENCY CONTACT PERSONS RESPONSIBLE FOR COMPLETION AND SUBMITTAL OF:****Contract and Legal Documents/Forms:**

--	--	--

Name

Title

Tel. No.

Fax No.

--	--	--

Street

Town

Zip Code

E-Mail

Program Progress Reports:

--	--	--

Name

Title

Tel. No.

Fax No.

--	--	--

Street

Town

Zip Code

E-Mail

Financial Expenditure Reporting Forms:

--	--	--

Name

Title

Tel. No.

Fax No.

--	--	--

Street

Town

Zip Code

E-Mail

Incorporated: ☐ Yes ☐ NoType of Agency: ☐ Public ☐ Private ☐ Other _____
Explain☐ Profit ☐ Non Profit

Federal Employer I.D. Number: _____

Medicaid Provider Status: ☐ Yes ☐ NoMinority Business Enterprise (MBE): ☐ Yes ☐ NoWomen Business Enterprise (WBE): ☐ Yes ☐ No

--

Agency Fiscal Year

--

Town Code No.

--

Medicaid Number

C. PROGRAM BUDGET**Instructions: Budget Summary****I. Personnel** (lines #1 - #5) For each person funded:

- a) Name of person & Title
- b) Hourly rate, # hours working per week, and # of weeks. (Calculate)
- c) Fringe benefit rate. (Calculate)

Example:

Name & Position: John Smith, Program Coordinator	
Calculation: \$25.00 hr X 35hrs X 45wks	\$39,375
Fringe Benefit: 26%	\$10,238

- II.** Line #11 **Contractual (Subcontracts)** provide the total of all subcontracts and complete Subcontractor Schedule.
- III.** Lines #6 - #13 complete categories as appropriate,
- IV.** Line # 14: Other Expenses are any other types of expense that do not fit into the categories listed.
- V.** Line Item #15 **Administrative and General Costs**, these are defined as those costs that have been incurred for the overall executive and administrative offices of the organization or other expenses of a general nature that do not relate solely to any major cost objective of the overall organization. Examples of A&G costs include salaries of executive directors, administrative & financial personnel, accounting, auditing, management information systems, proportional office costs such as building occupancy, telephone, equipment, and office supplies. Please review the OPM website on Cost Standards for more information at: <http://www.ct.gov/opm/cwp/view.asp?a=2981&q=382994>.
- VI.** **Administrative and General Costs** must be itemized on the Budget Justification Schedule. Costs that have a separate line item in the Budget Summary may not be duplicated as an Administrative and General Cost. For example, if the Budget Summary includes an amount for telephone costs, this cannot also be included as an Administrative and General Cost.
- VII.** **Other Income** list any other program income such as in-kind contributions, fees collected, or other funding sources and include brief explanation on Budget Justification.

Note: If space allowed is not sufficient for large or complex subcontract budgets, the Budget Summary format may be copied and used instead.

**** **Attach résumés for all professional staff.**

Budget Justification Schedule B

- I.** Please provide a brief explanation for each line item listed on the Budget Summary. This must include a detailed breakdown of the components that make up the line item and any calculation used to compute the amount.
- *****Please note: If Laboratory Services is a line item or subcontractor, please supply a justification as to why a private laboratory is being used as opposed to the Connecticut State Laboratory.**
- II.** For contractors who have subcontracts, a brief description of the purpose of each subcontract must be provided. Use additional sheets as necessary.

Example:

Line Item (Description)	Amount	Justification - Breakdown of Costs
Travel	\$730	2,000 miles @ .365 = \$730.00 outreach workers going to meetings and site visits.

Subcontractor Schedule A--Detail

- I. All subcontractors used by each program must be included, if it is not known who the subcontractor will be, an estimated amount and whatever budget detail is anticipated should be provided. (Submit the actual detail when it is available). A separate subcontractor schedule must be completed for each program included in the contract. For example: The contract is providing both a Needle Exchange program and an AIDS Prevention Education Program and Subcontractor "A" is providing services to both program there must be a separate budget for Subcontractor "A" for each.

II. Detail of Each Subcontractor:

Choose a category below for each subcontract using the basis by which it is paid:

☐ A. Budget Basis ☐ B. Fee for Service ☐ C. Hourly Rate.

Provide the detail for each subcontract referencing the corresponding program of the contract. Detail must be provided for each subcontractor listed in the Summary.

Example A. Budget Basis

Outreach Educator \$20/hr x 20hrs/wk x 50wks	\$20,000
Travel 1000 miles @ .26 cents/mile	260
Supplies	500
Total	\$20,760

Example B. Fee for Service:

Develop and Produce	
500 Videos @ \$10 each	\$5,000
Total	

Example C. Hourly Rate:

Quality Assurance Review of 200 Patient Charts	
by Nurse Clinician 200 hours @ \$25/hour	\$5,000
Total	\$5,000

*****Please note: If Laboratory Services is a line item or subcontractor, please supply a justification as to why a private laboratory is being used as opposed to the Connecticut State Laboratory.**

C. Program Budget, Continued**Contract Period: to****Program:**

Category	Amount
Personnel:	
1) Name & Position: ,	
Calculation:	
Fringe Benefit: %	
2) Name & Position: ,	
Calculation:	
Fringe Benefit: %	
3) Name & Position: ,	
Calculation:	
Fringe Benefit: %	
4) Name & Position: ,	
Calculation:	
Fringe Benefit: %	
5) Name & Position: , :	
Calculation:	
Fringe Benefit: %	
6) Travel per mile X miles	
7) Training	
8) Educational Materials	
9) Office Supplies	
10) Medical Materials	
11) Contractual (Subcontracts)***	
12) Telephone	
13) Advertising	
14) Other Expenses (List Below)	
a)	
b)	
c)	
d)	
e)	
f)	
15)	
Total DPH Grant	
Other Program Income:	

*** Complete Subcontractor Schedule A

(Attach resumes for all Professional Staff)

D. Work Plan Template

Activity	Methodology	Hours of Service Delivery	Staff Responsible	Start Date	Completion Date	Measurable Outcome

State of Connecticut
Department of Public Health
Tobacco Use Prevention and Control Program

Tobacco Industry Funding and Partnership Certification

I, _____ certify that _____ has not
(Agency)
received funding or engaged in partnerships, either formal or informal, with any
Tobacco Company within the last three (3) years.

The above-mentioned agency will not accept funding nor engage in partnerships with
any Tobacco Company during the contract period, should we be awarded funds from
the CT Department of Public Health, Tobacco Use Prevention and Control Program.

Contractor's Authorized Signature

Date

NOTIFICATION TO BIDDERS

The contract to be awarded is subject to contract compliance requirements mandated by Sections 4a-60 and 4a-60a of the Connecticut General Statutes; and, when the awarding agency is the State, Sections 46a-71 (d) and 46a-81i (d) of the Connecticut General Statutes. There are Contract Compliance Regulations codified at Section 46a-68j-21 through 46a-68j-43 of the Regulations of Connecticut State agencies, which establish a procedure for the awarding of all contracts covered by Sections 4a-60 and 46a-71 (d) of the Connecticut General Statutes.

According to Section 46a-68j-30 (9) of the Contract Compliance Regulations, every agency awarding a contract subject to the contract compliance requirements has an obligation to “aggressively solicit the participation of legitimate minority business enterprises as bidders, contractors, subcontractors and suppliers of materials.” “Minority Business Enterprise” is defined in Section 4a-60 of the Connecticut General Statutes as a business wherein fifty-one percent or more of the capital stock, or assets belong to a person or persons: “(1) Who are active in the daily affairs of the enterprise; (2) Who have the power to direct the management and policies of the enterprise; and, (3) Who are members of a minority, as such term is defined in subsection (a) of Section 32-9n.” “Minority” groups are defined in Section 32-9n of the Connecticut General Statutes as “(1) Black Americans ... (2) Hispanic Americans ... (3) Women ... (4) Asian Pacific Americans and Pacific Islanders; or (5) American Indians.” The above definitions apply to the contract compliance requirements by virtue of Section 46a-68j-21 (11) of the Contract Compliance Regulations.

The awarding agency will consider the following factors when reviewing the bidder’s qualifications under the contract compliance requirements.

- a) the bidder’s success in implementing an affirmative action plan;
- b) the bidder’s success in developing an apprenticeship program complying with Sections 46a-68-1 to 46a-68-18 of the Connecticut General Statutes, inclusive;
- c) the bidder’s promise to develop and implement a successful affirmative action plan;
- d) the bidder’s submission of EEO-1 data indicating the composition of its workforce is at or near parity when compared to the racial and sexual composition of the workforce in the relevant labor market area; and,
- e) the bidder’s promise to set aside a portion of the contract for legitimate minority business enterprises. See Section 46a-68j-30 (10) (E) of the Contract Compliance Regulations.

INSTRUCTION: Bidder must sign acknowledgment below line and return acknowledgment to Awarding Agency along with the bid proposal.

The undersigned acknowledges receiving and reading a copy of the “Notification to Bidders” form.

Signature

Date

On behalf of:

WORKFORCE ANALYSIS

Contractor Name:

Total Number of CT employees:

Address:

Full Time:

Part Time:

Complete the following Workforce Analysis for employees on Connecticut worksites who are:

Job Categories	Overall Totals (Sum of all cols. male & female)	White (Not of Hispanic Origin)		Black (Not of Hispanic Origin)		Hispanic		Asian or Pacific Islander		American Indian or Alaskan Native		People with Disabilities	
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Officials & Managers													
Professionals													
Technicians													
Office & Clerical													
Craft Workers (Skilled)													
Operatives (Semi-skilled)													
Laborers (Unskilled)													
Service Workers													
Totals Above													
Totals 1 year Ago													
FORMAL ON-THE-JOB TRAINEES (Enter figures for the same categories as are shown above)													
Apprentices													
Trainees													
EMPLOYMENT FIGURES WERE OBTAINED FROM:						Visual Check:		Employment Records			Other:		

1. Have you successfully implemented an Affirmative Action Plan? ☐ YES ☐ NO

Date of implementation: _____ If the answer is "No", explain.

1. a) Do you promise to develop and implement a successful Affirmative Action?

☐ YES ☐ NO ☐ Not Applicable Explanation:2. Have you successfully developed an apprenticeship program complying with Sec. 46a-68-1 to 46a-68-18 of the Connecticut Department of Labor Regulations, inclusive: ☐ YES ☐ NO ☐ Not Applicable Explanation:3. According to EEO-1 data, is the composition of your work force at or near parity when compared with the racial and sexual composition of the work force in the relevant labor market area? ☐ YES ☐ NO Explanation:

4. If you plan to subcontract, will you set aside a portion of the contract for legitimate minority business enterprises?

☐ YES ☐ NO Explanation:

Contractor's Authorized Signature

Date